

**RISK ASSESSMENT**  
Mandatory Reading



**Venue:** King George Square (and the Deck if required)  
**Market Crew Bump In:** 10am **Marketeer Bump In:** 12.30pm-3pm  
**Marketeer Bump Out:** 9-10pm  
**Trading:** 4pm-9pm  
**BrisStyle Market Crew mobile numbers:**  
**Belinda Harris:** 0403 200 660  
**Eleanor Miller:** 0407 386 240  
**(BrisStyle Market Crew will be visible in high vis. Vests if needed)**  
**Please note these times are subject to change without notice.**

**DOCUMENT COMMUNICATION:**

**Prior to Market Day:** All stallholders are required to acknowledge they have read and understood this document and the Event Information Handbook as part of their market application.  
**On Market Day:** BrisStyle Market Crew will be stationed: At the Promo Stand and in King George Sq.  
**Bump in/ out:** BrisStyle Market Crew will be at the drop off zones and in King George Square.  
**During the Event:** BrisStyle Market Crew will be at the BrisStyle Promo Stand (see map for each event) and in King George Square. As per the Event Information Handbook, please add the phone numbers above to your contacts.

CATEGORY	RISK	PREVENTION STRATEGY
<b>BUMP IN / OUT</b> (Before and after the market). Some areas are repeated through the assessment as they apply for each section part of the event.		
Regulatory Compliance	Vehicle access lise	<ul style="list-style-type: none"> <li>All vehicles must supply BrisStyle with their vehicle make, model and registration details prior to the event for approval.</li> <li>All cars must be promptly moved on after bump in/out.</li> <li>Stallholders must adhere to their allocated time slots for arrival.</li> <li>Vehicle access is strictly for drop off and unloading purposes. stallholders must NOT use KGS to park whilst setting up their stalls</li> </ul>
Trip Hazard	Tools and set up materials	<ul style="list-style-type: none"> <li>All stallholders' goods must be secured and not form any tripping hazards for other stallholders or the general public.</li> </ul>

<b>Trip Hazard Cont.</b>	Marquee weights	<ul style="list-style-type: none"> <li>• All stallholders must ensure that each leg of their marquee is secured with a minimum <b>15kg weight per leg.</b></li> <li>• All weights must be kept within the boundaries of their marquees.</li> </ul>
	Signage/ Stands/ Racks and Display items	<ul style="list-style-type: none"> <li>• Please ensure that all signage, stands, racks and display items are secured and weighted.</li> </ul>
<b>Traffic Accidents</b>	Vehicle access into pedestrian areas.	<ul style="list-style-type: none"> <li>• All stallholders must adhere to the time slots on the event Vehicle Management Schedule</li> <li>• Entry via Adelaide Street and exit via Ann Street ONLY.</li> <li>• Extreme caution should be taken when entering the KGS driveway to ensure the safety of all pedestrians.</li> <li>• Hazard Lights must be on at all times while on the KGS driveway and</li> <li>• Speed limit of less than 5kmph needs to be adhered to.</li> <li>• Stallholders must follow the instructions of the designated Traffic Management team.</li> </ul>
	Vehicles accessing site from roads	<ul style="list-style-type: none"> <li>• As above</li> </ul>
<b>Electrocution</b>	Exposed power cables or access to live power	<ul style="list-style-type: none"> <li>• BrisStyle does not provide any power for stalls; all stall lighting will need to be battery operated.</li> <li>• Any extension leads used for generators or power organised with Epicure need to be tested and tagged and in date.</li> </ul>
<b>Weight restrictions</b>	Heavy vehicles accessing inappropriate areas - damage to surface, collapse of busway/car park ceiling	<ul style="list-style-type: none"> <li>• Stallholders are not permitted to bring any heavy vehicles onto the KGS site without prior approval.</li> </ul>
<b>Lifts</b>	King George Square Lifts	<ul style="list-style-type: none"> <li>• All stallholders must adhere to the 1500kg weight limits (20pax) of the King George Square car park lifts.</li> </ul>

<b>Surface penetration</b>	Damage to surface and underground infrastructure	<ul style="list-style-type: none"> <li>• 4x 15kg+ high quality sandbags/ weights for all stallholders' marquees are mandatory. Anyone without adequate weights on the night will not be permitted to trade.</li> <li>• All marquee feet must have protective pads on them to prevent the surface of KGS being damaged.</li> <li>• No undue force or pegs to be secured into the surface of KGS</li> <li>• No food or beverages to be sold without prior arrangement with BrisStyle Committee.</li> </ul>
<b>Sunstroke</b>	Water and shade at installation	<ul style="list-style-type: none"> <li>• All stallholders must bring adequate water, sun protective clothing and sunscreen for time spent installing marquees.</li> </ul>
<b>Security</b>	An incident requiring security personnel	<ul style="list-style-type: none"> <li>• All stallholders are responsible for their own belongings and market products.</li> <li>• At special event markets attracting large crowds such as Christmas, stallholders in high traffic areas may wish to bring extra walls to erect if crowd numbers swell.</li> <li>• Please report any minor security concerns to the BrisStyle team onsite.</li> </ul>
<b>Wind</b>	Security and stability of structures and large objects	<ul style="list-style-type: none"> <li>• It is mandatory for all outdoor stallholders to ensure their marquees are weighted down on all 4 legs with high quality weights of 15kg or more on each leg.</li> <li>• All freestanding displays and racks must also be secured and adequately weighted.</li> <li>• All marquee roofs must also be securely attached and in place.</li> <li>• BOM weather site to be referred to regularly in the lead up to the event: <a href="http://www.bom.gov.au/">http://www.bom.gov.au/</a></li> </ul>
<b>Rain</b>	Slippery surfaces / Damage to property	<ul style="list-style-type: none"> <li>• All stallholders must have a weatherproof marquee as well as provide their own adequate wet weather protection.</li> <li>• In the event of rain and showers all stallholders are responsible for ensuring all their goods are secured and undercover.</li> <li>• In the event that inclement weather is forecast alternative set up arrangements will be actioned.</li> </ul>

<p><b>Onsite Emergencies</b></p>	<p>Identified as in or around King George Square including but not limited to:</p> <ul style="list-style-type: none"> <li>● Armed and Dangerous Intruders</li> <li>● Civil Disorder</li> <li>● Bomb Threat</li> <li>● Electrical Failure</li> <li>● Emergency Evacuations</li> <li>● Emergency Invacuation</li> <li>● Fire and Explosion</li> <li>● Hazardous Material Spill / Gas Leak</li> <li>● Lift Failure / Person entrapment.</li> <li>● Lost Children / Missing Persons</li> <li>● Medical Emergency</li> <li>● Suspicious Items</li> <li>● Vehicle Accident onsite</li> </ul>	<ul style="list-style-type: none"> <li>● Please refer to all emergency types as outlined in the “event” section of this document.</li> </ul>
<p><b>Emergency Vehicle Access</b></p>	<p>Insufficient access for emergency vehicles.</p>	<ul style="list-style-type: none"> <li>● To ensure all egress routes are not blocked, please keep to the right hand side of the KGS driveway when entering and leaving.</li> <li>● Please ensure that all of your equipment and displays stay either within the dedicated drop off zone or within the boundaries of your marked out stall area.</li> <li>● make sure vehicle’s are only used for drop off and loading purposes.</li> </ul>
<p><b>Marquee/equipment collapse</b></p>	<p>Danger &amp; injury to persons and materials.</p>	<ul style="list-style-type: none"> <li>● All stallholders must ensure that their marquees, displays and wares are installed properly and secured as per the standards outlined in this policy.</li> <li>● Ensure that marquees are checked for structural damage prior to the market day.</li> </ul>

EVENT (General)		
<b>Trip Hazard</b>	Vendor products	<ul style="list-style-type: none"> <li>• All stallholders must ensure that all egress routes are clear, pathways between stalls are clear and materials and signage are not obstructing any pathways.</li> <li>• All stallholders must ensure that they have sufficient lighting in their marquee for the safety of their customers as well as their own.</li> </ul>
<b>Wind</b>	Security and stability of structures and large objects	<ul style="list-style-type: none"> <li>• It is mandatory for all stallholders to ensure their marquees are weighted down on all 4 legs with high quality weights of 15kg or more on each leg.</li> <li>• All freestanding displays and racks must also be secured and weighted.</li> <li>• All marquee roofs must also be securely attached and in place.</li> <li>• B.O.M weather site to be referred to regularly during the event.</li> </ul>
<b>Rain</b>	Slippery surfaces Damage to property	<ul style="list-style-type: none"> <li>• All stallholders must have a weatherproof marquee as well as adequate wet weather protection.</li> <li>• In the event of rain and showers, all outdoor stallholders must ensure their goods are secured and undercover.</li> <li>• In the event of inclement weather is forecast, alternative set up arrangements will be actioned.</li> </ul>
<b>Electrocution</b>	Exposed power cables or access to live power	<ul style="list-style-type: none"> <li>• Only battery-operated lighting is to be used during outdoor events.</li> <li>• The King George Square power outlets are not to be used without prior approval</li> <li>• Any extension leads used for generators or power organised with Epicure need to be tested and tagged and in date.</li> </ul>

<b>Security</b>	An incident requiring security personnel	<ul style="list-style-type: none"> <li>• All stallholders are responsible for their own belongings and market products.</li> <li>• Should there be a security incident, stallholders must report this immediately to one of the BrisStyle Market crew.</li> <li>• At special event markets attracting large crowds such as Christmas, stallholders in high traffic areas may wish to bring extra walls to erect if crowd numbers swell.</li> </ul>
<b>Weight restrictions</b>	King George Square Lifts	<ul style="list-style-type: none"> <li>• All stallholders must adhere to the 1500kg weight limits (20pax) of the King George Square car park lifts.</li> </ul>
<b>Marquee/equipment collapse</b>	Danger & injury to persons and materials	<ul style="list-style-type: none"> <li>• All stallholders must ensure that their marquees, displays and wares are installed properly and secured as per this policy.</li> <li>• Ensure that marquees are checked for structural damage prior to the market day.</li> </ul>
<b>People with Disability</b>	Provision of suitable ingress/egress facilities	<ul style="list-style-type: none"> <li>• King George Square is access friendly therefore all stallholders must adhere to access protocols and ensure egress routes are wide and clear.</li> </ul>
<b>Excessive Noise</b>	Amplified noise.	<ul style="list-style-type: none"> <li>• Stallholders are not permitted to play amplified music and or sounds.</li> </ul>

**EVENT (Emergencies) NB: BrisStyle is to provide the Brisbane City Council Contact Officer with an incident report within (say) 3 days of any incident occurring.**

<p><b>Emergency Vehicle access</b></p>	<p>Insufficient access for emergency vehicles</p>	<ul style="list-style-type: none"> <li>• To ensure all egress routes are not blocked please keep to the right hand side of the KGS driveway when entering and leaving.</li> </ul>
<p><b>Armed or Dangerous Intruders</b></p>	<p>Identified as in or around King George Square</p>	<ul style="list-style-type: none"> <li>• Stallholders must report any armed or dangerous intruders immediately to the BrisStyle market crew.</li> <li>• Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Epicure Duty Manager and emergency services.</li> <li>• The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident</li> <li>• In the event of an evacuation stallholders must not pack down their stock. All stalls must be left unattended.</li> <li>• Stallholders must be vigilant of emergency service vehicles entering the site.</li> </ul>
<p><b>Bomb threat</b></p>	<p>Identified as in or around King George Square</p>	<ul style="list-style-type: none"> <li>• If evacuation is required, all stallholders must remain calm, leave their stalls immediately and follow the onsite Epicure Duty Manager or emergency services to the evacuation point.</li> <li>• The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident</li> <li>• In the event of an evacuation stallholders must not pack down their stock. All stalls must be left unattended.</li> </ul>
<p><b>Civil Disorder</b></p>	<p>Involving public demonstrations either by a group or individual identified in or around King George Sq.</p>	<ul style="list-style-type: none"> <li>• Stallholders must report any civil disorder immediately to the BrisStyle market crew.</li> </ul>
<p><b>Electrical Failure</b></p>	<p>Identified as in King George Square</p>	<ul style="list-style-type: none"> <li>• Stallholders must report any electrical failure immediately to the BrisStyle market crew.</li> </ul>

<b>Emergency Evacuation General</b>	An emergency situation requiring the removal of people from one given area to another	<ul style="list-style-type: none"> <li>• All stallholders must remain calm, leave their stalls immediately and follow the onsite Epicure Duty Manager or emergency services to the evacuation point.</li> <li>• The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident.</li> <li>• In the event of an evacuation stallholders must not pack down their stock. All stalls must be left unattended.</li> </ul>
<b>Emergency Invacuation</b>	An emergency situation requiring the need to confine people to an enclosed area. Ie: Extreme weather conditions, armed assaults etc.	<ul style="list-style-type: none"> <li>• All stallholders must remain calm, leave their stalls immediately and follow the onsite Epicure Duty Manager or emergency services to a designated undercover area.</li> <li>• Stallholders must not pack down their stock. All stalls must be secured and left unattended.</li> </ul>
<b>Fire</b>	Identified as in or around King George Square	<ul style="list-style-type: none"> <li>• Stallholders must report any suspicious smoke or fire immediately to the BrisStyle market crew.</li> <li>• Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Epicure Duty Manager or emergency services.</li> <li>• The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident</li> <li>• Stallholders must not pack down their stock. All stalls must be left unattended.</li> <li>• Stallholders must be vigilant of emergency service vehicles entering the site.</li> </ul>
<b>Lift Failure / Person Entrapment</b>	Affecting the lifts leading to the King George Square Car Park	<ul style="list-style-type: none"> <li>• If inside the lift, remain calm and follow the emergency instructions written inside the lift</li> <li>• Call the BrisStyle Market Crew immediately after you have actioned these instructions for follow up support.</li> <li>• If the lifts are simply unserviceable, please contact the BrisStyle Market crew immediately.</li> </ul>
<b>Lost Child / Missing Persons</b>	Identified as in or around King George Square	<ul style="list-style-type: none"> <li>• Stallholders must report any lost child or missing person immediately to the BrisStyle market crew.</li> </ul>



<p><b>Medical Emergencies</b></p>	<p>Identified as in or around King George Square</p>	<ul style="list-style-type: none"> <li>● Stallholders must call 000 for any major medical emergency immediately and contact the onsite BrisStyle market crew.</li> </ul>
<p><b>Suspicious Items</b></p>	<p>Identified in or around King George Square</p>	<ul style="list-style-type: none"> <li>● Stallholders must report any suspicious items immediately to the BrisStyle market crew.</li> <li>● <b>DO NOT TOUCH THE ITEM</b></li> <li>● Avoid radio and mobile phone use in the immediate area</li> <li>● Note the appearance of the item</li> <li>● Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of emergency services.</li> <li>● The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident</li> <li>● Stallholders must not pack down their stock. All stalls must be evacuated immediately and left unattended.</li> <li>● Stallholders must be vigilant of emergency service vehicles entering the site</li> </ul>
<p><b>On-Site Incident</b></p>	<p>Identified as in King George Square</p>	<ul style="list-style-type: none"> <li>● A First Aid Kit is located at the BrisStyle Promo stand.</li> <li>● A Defibrillator is located in the First Aid Room on the ground floor of Brisbane City Hall to the left before the entrance to the Shingle Inn.</li> <li>● Stallholders must report any accidents immediately to the BrisStyle market crew and follow the instructions of the Epicure Duty Manager.</li> </ul>